

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: EDUCATIONAL DIAGNOSTICIAN I

POSITION LOCATION: ASDB

POSITION REPORTS TO: Assessment Team Leader

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: Master's degree or equivalent in Special Education, Psychology, or related field; two years of teaching and evaluation of sensory impaired and multiply handicapped children; knowledge of academic testing; working knowledge of special education state and federal regulations; and Arizona teaching certificate in HI, VI, or MD.

PREFERRED QUALIFICATIONS: Intermediate skill in sign language, knowledge of braille or ability to do testing with sensory impaired children; word processing skills; course work in educational administration; demonstrated ability to plan, organize, and execute work in a timely, accurate manner.

MAJOR DUTIES AND RESPONSIBILITIES: Implementing a model for coordinated evaluations for placement consideration for prospective ASDB-Tucson students and the subsequent annual and triennial special education eligibility meetings; manage and maintain the campus voucher funding process through computer database; establish evaluation dates in compliance with state and federal regulations; provide assistance to families of sensory impaired children in the multiple steps involved in the referral process, including identification of LEA and contact personnel, coordination of program/campus tour, records collection and dissemination, scheduling of evaluations and placement conferences, and timely processing of placement papers to Department of Education and LEA.

Other responsibilities include participating in multidisciplinary conferences when necessary, serving as a liaison between ASDB-Tucson campus, ASDB-Statewide programs, local educational agencies, and the Arizona Department of Education; provide current special education documents to LEA on ASDB-Tucson students; research/encourage alternative methods for districts' active participation in student-related campus meetings; monitor changes in student school districts to maintain educational program placement within compliance guidelines.

SPECIAL CONDITIONS/REQUIREMENTS: Must utilize appropriate personal protective equipment as required.

PAY PLAN: <u>Certified</u>	GRADE: <u>Open</u>	FLSA: <u>Exempt</u>	DATE: <u>Revised: 7/2006</u>
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